

FIRE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are processing and maintaining fire personnel and departmental records, and reports of activity. The Fire Records Clerk performs data entry and retrieval tasks, such as entering department record information into computer, maintaining hard copy files, and extracting information as needed. The employee of this class handles routine requests, answers and directs telephone calls and addresses visitors to the department. The Fire Records Clerk performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes department records, reports, interdepartmental correspondence, and other materials in accordance with departmental procedures. Verifies records and reports for completeness, accuracy, and conformity to established procedures, correcting errors in records and reports, or returning them for correction. Enters routine information in department records, such as accounting or personnel records and incident reports. Completes all forms or records as required. Reads graphs, charts, manuals, records, reports, or related department documents. Compiles, organizes and analyzes data from records. Maintains roster of pertinent information on department personnel, incorporating new employee information. Proofreads typed material and corrects errors.

Sets up a filing system and revises such system when necessary. Logs all received material as directed. Arranges filing system in hard copy files or computer database, and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, geographically and by subject matter. Locates and retrieves information or documents from hard copy or computer files as necessary. Extracts information or summarizes contents of files as directed. Reviews such material in order to determine content and sorts appropriately. Provides duplicates of materials, such as bills of financial transactions. Assigns cross-indexing numbers to files similar in content needing multiple headings. Maintains a library or archives of materials for future use or reference by department personnel.

Operates a computer terminal using various applications, including a word processing program, in order to enter or retrieve information from files. Operates a facsimile machine, a copying machine and a calculator or mathematical computer software.

Maintains the inventory of supplies and equipment for an assigned division. Orders and distributes supplies and equipment as required. Meets with sales representatives to review products and makes recommendations.

Acts as receptionist to department visitors, and answers and places telephone calls, handling questions or requests from visitors or callers to the station. Directs visitors or transfers callers to the appropriate individuals following departmental procedures. Prepares accommodations for meetings within the department. Processes outgoing mail and interdepartmental correspondence.

Performs public relations duties such as answering telephone inquiries and questions for the public about the operation of the department or any related areas of departmental operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

